

दिव्यांग व्यक्ती हक्क अधिनियम, २०१६ नुसार सामान्य प्रशासन विभागाच्या अखत्यारितील लोक आयुक्त आणि उप लोक आयुक्त, महाराष्ट्र राज्य या कार्यालयातील गट-अ ते गट-ड संवर्गातील पदे दिव्यांगासाठी सुनिश्चित करणेबाबत...

महाराष्ट्र शासन
सामान्य प्रशासन विभाग,
शासन निर्णय क्रमांक :- एलपीएल-२०२१/प्र.क्र.३२/का-१५.
हुतात्मा राजगुरु चौक, मादाम कामा मार्ग,
मंत्रालय, मुंबई-४०० ०३२.
दिनांक :- १६ फेब्रुवारी, २०२१.

वाचा:- १) दिव्यांग व्यक्ती हक्क अधिनियम, २०१६

- २) केंद्र शासनाच्या सामाजिक न्याय व अधिकारीता मंत्रालय, नवी दिल्ली यांची दि.०४.०१.२०२१ ची अधिसूचना
- ३) सामाजिक न्याय व विशेष सहाय्य विभाग शासन परिपत्रक क्र. दिव्यांग-२०१९/प्र.क्र.२५१/दि.क.२, दि. १२.११.२०२०
- ४) सामाजिक न्याय व विशेष सहाय्य विभाग शासन निर्णय क्र.दिव्यांग-२०१९/प्र.क्र.२५१/दि.क.२, दि. ०२.०२.२०२१.

प्रस्तावना:

दिव्यांग व्यक्ती हक्क अधिनियम, २०१६ मधील कलम ३३ नुसार दिव्यांगासाठी शासन सेवेतील पदांची पदसुनिश्चिती करणे आवश्यक आहे. यासाठी केंद्र शासनाने दि.०४.०१.२०२१ च्या अधिसूचनेन्वये दिव्यांगासाठी सुनिश्चित केलेल्या पदांची यादी प्रसिध्द केली आहे. सामाजिक न्याय व विशेष सहाय्य विभागाने दि. ०२.०२.२०२१ च्या शासन निर्णयान्वये, राज्य शासनाच्या आस्थापनेवरील पदे दिव्यांगासाठी सुनिश्चित करण्याबाबतच्या सूचना निर्गमित केल्या आहेत. सदर शासन निर्णयातील निर्देशास अनुसरून सामान्य प्रशासन विभागाच्या अखत्यारितील लोक आयुक्त आणि उप लोक आयुक्त कार्यालयातील गट-अ ते गट-ड संवर्गातील दिव्यांग प्रवर्गासाठी सुनिश्चित करण्याची बाब शासनाच्या विचाराधीन होती.

शासन निर्णय:

दिव्यांग व्यक्ती हक्क अधिनियम, २०१६ मधील कलम ३३ नुसार राज्य शासनाच्या अखत्यारीतील पदांची पदसुनिश्चिती करण्यासाठी केंद्र शासनाच्या सामाजिक न्याय व अधिकारीता मंत्रालय, नवी दिल्ली यांनी दि. ०४.०१.२०२१ च्या अधिसूचनेन्वये दिव्यांगासाठी सुनिश्चित केलेल्या पदांची यादी करून प्रसिध्द केलेली आहे. त्यामध्ये नमूद केल्यानुसार केंद्र शासनाने पदसुनिश्चिती करून दिव्यांगासाठी सुनिश्चित केलेली गट"अ" ते गट "ड" मधील जी पदे राज्य शासनाच्या आस्थापनेवर आहेत अशा पदांबाबत तसेच केंद्र शासनाने प्रसिध्द केलेल्या यादीतील ज्या पदांची कर्तव्ये व जबाबदाऱ्या, कामाचे स्वरूप व प्रचलित वेतनश्रेणी राज्य शासन सेवेतील पदांशी समान आहेत, अशा पदांची पदनामे जरी भिन्न असली तरी राज्य शासन सेवेतील ती पदे दिव्यांगासाठी सुनिश्चित राहतील, अशा सूचना सामाजिक न्याय व विशेष सहाय्य विभागाने दि.०२.०२.२०२१ च्या शासन निर्णयान्वये दिलेल्या आहेत.

२. त्यास अनुसरून केंद्र शासनाने निर्गमित केलेल्या दि. ०४.०१.२०२१ रोजीच्या अधिसूचनेतील दिव्यांगासाठी सुनिश्चित केलेल्या गट-अ ते गट-ड संवर्गाकरीता प्रसिध्द केलेल्या यादीतील लोक आयुक्त आणि उप लोक आयुक्त कार्यालयातील गट-अ ते गट-ड संवर्गातील पदांसाठी या शासन निर्णयान्वये, दिव्यांगांसाठी विवरणपत्र-अ मध्ये दर्शविल्याप्रमाणे पदे सुनिश्चित करण्यात येत आहेत.

३. सदर शासन निर्णय, केंद्र शासनाच्या केंद्र शासनाच्या सामाजिक न्याय व अधिकारीता मंत्रालय, नवी दिल्ली यांची दि.०४.०१.२०२१ ची अधिसूचना व सामाजिक न्याय व विशेष सहाय्य विभागाच्या दि.०२.०२.२०२१ रोजीच्या शासन निर्णयान्वये दिलेल्या सूचनेनुसार निर्गमित करण्यात येत आहे.

४. सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेतांक क्र. २०२१०२१६१२५६१५२६०७ असा आहे. हा शासन निर्णय डिजिटल स्वाक्षरी ने साक्षांकित करून काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

(सं.क.गुप्ते)
अवर सचिव, महाराष्ट्र शासन

सहपत्र:- विवरणपत्र-अ

प्रति,

१. मा. राज्यपाल यांचे सचिव, राजभवन, मलबार हिल, मुंबई
२. मा. मुख्यमंत्री यांचे प्रधान सचिव, मंत्रालय, मुंबई
३. मा. राज्यमंत्री (सामान्य प्रशासन विभाग) मंत्रालय, मुंबई
४. मा. विरोधी पक्षनेता, विधान परिषद/विधानसभा विधानमंडळ सचिवालय, मुंबई
५. मा. मुख्य सचिव, मंत्रालय, मुंबई
६. मा. प्रधान सचिव, सामाजिक न्याय व विशेष सहाय्य विभाग, मंत्रालय, मुंबई
७. मा. अ.मु.स.(सेवा) सामान्य प्रशासन विभाग, मंत्रालय, मुंबई
८. मा.सचिव, महाराष्ट्र लोकसेवा आयोग, मुंबई
९. आयुक्त, दिव्यांग कल्याण, आयुक्तालय, पुणे.
१०. प्रबंधक, लोक आयुक्त आणि उप लोक आयुक्त, महाराष्ट्र शासन, मुंबई.
११. सामान्य प्रशासन विभाग (का-१९अ)
१२. निवडनस्ती.

(शासन निर्णय क्रमांक:-एलपीएल-२०२१/प्र.क्र.३२/१५, दि.१६ फेब्रुवारी, २०२१ सोबतचे विवरणपत्र)

विवरण पत्र-अ

लोक आयुक्त आणि उप लोक आयुक्त यांचे कार्यालय, महाराष्ट्र राज्य, मुंबई कार्यालयातील दिव्यांगासाठी सुनिश्चित करावयाची पदे.

राज्य शासनाच्या सेवेतील शासकीय निमशासकीय कार्यालयांच्या आस्थापनावरील पदांची दिव्यांग हक्क अधिनियम, २०१६ व सामाजिक न्याय व विशेष सहाय्य विभाग यांच्या दि.०२/०२/२०२१ नुसार सुनिश्चित केलेली पदे.

अ. क्र.	पदनाम	शारिरिक पात्रता	दिव्यांग प्रवर्ग	सदर पदांची जबाबदाऱ्या व कर्तव्ये
१	अतिरिक्त प्रबंधक	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, LC, Dw, AAV, MDy d) MI e) MD involving (a) to (d) above	(1) He deals with all administrative matters as per the General Administration Department, Government Resolution No.एलपीएल-४१९५/प्र.५९/पंथरा, dated 31.01.1997. (2) To decide the complaints by virtue of powers delegated to him under Section 19 of the Maharashtra Lokayukta and Upa-Lokayuktas Act, 1971. (3)To prepare Annual Consolidated Report of the Lokayukta and Upa-Lokayukta. (4)To assist the Lokayukta at the time of hearing of the cases whenever required and to draft recommendations / special reports. (5)To ensure punctual attendance of the members of the staff and officers. (6)To discharge the duties and functions of the Registrar whenever required. (7)To discharge the duties of Public Information Officer under the Right to Information Act, 2005 for Administrative Wing
२	सहायक प्रबंधक	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, LC, Dw, AAV, MDy	(1)To examine and note upon the notes and proposals put up by the Section Officers and Noting Assistants on complaints for orders of the Lokayukta / Upa-Lokayukta. (2)To check up and approve D.O. letters to be issued to the officers and to sign the notices and intimations prescribed under The Maharashtra Lokayukta and Upa-Lokayuktas Rules, 1974. (3)To attest the affidavits of the parties to be filed in this office. (4)To assist the Lokayukta / Upa-Lokayukta at the time of hearing of the complaints. (5)To review the old cases of his unit and put up proposals for orders of the Lokayukta / Upa-Lokayukta. (6)To attend the members of the public seeking guidance or information and the complainants and officers visiting the office for hearing.

			d) MI e) MD involving (a) to (d) above	(7)To select the worth mentioning closed cases with the help of Section Officer and Noting Assistant for inclusion in the Annual Report and to ensure that the summaries of those cases are prepared and kept in separate file. (8)To examine and process the reports submitted for further orders received from the Anti Corruption Bureau. (9)Every Assistant Registrar from the Lokayukta and Upa-Lokayukta Section has been designated as Public Information Officer. They discharge the duties of Public Information Officer under the Right to Information Act, 2005.
३	सचिव	S, ST, W, BN, RW, SE, H, C	a) LV b) HH c) OL, LC, Dw, AAV e) MD involving (a) to (c)	(1) To look to all the personal matters of the Lokayukta and Upa-Lokayukta. (2) He shall be in charge of all the personal files of the Lokayukta. (3) To look into the maintenance and arrangement of cars and drivers for the Lokayukta and Upa-Lokayukta. (4) To attend the visitors calling on the Lokayukta. (5) To assist the Lokayukta at the hearing at Camp Office. (6) In addition, to perform such other duties as may be assigned by the Lokayukta and Upa-Lokayukta from time to time orally or in writing. (7) Discharges duties and functions of Drawing and Disbursing Officer.
४	वरिष्ठ स्वीय सहायक	S, ST, BN, W, SE, H, C	a) B, LV b) HH c) OA, OL, BL, OAL, BLA, BLOA, CP, LC, Dw, AAV d) MI e) MD Involving (a) to (d)above	(1)To assist the Lokayukta / Upa-Lokayukta at the time of hearing conducted in the office and at Camp Office. (2)To take dictation from the Lokayukta / Upa-Lokayukta. (3)Any other work assigned and directed by the Lokayukta / Upa-Lokayukta. (4)To discharge the duties and functions of the Secretary in his absence.
५	कक्ष अधिकारी	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, BLOA, CP, LC, Dw,	(1)In the day to day work, he shall guide the Assistants and Clerks in his section, whenever necessary. (2)To supervise and ensure efficient working in his section. (3)To see the punctual attendance to the duties by the staff of his section. (4)To see the fresh complaints and references given to him and to the Assistants are processed promptly and at any rate within 15 days. (5)To prepare and submit the monthly balance sheet assistant-wise in the prescribed format to the Assistant Registrar and onwards and to the Lokayukta / Upa-Lokayukta.

			AAV d) SLD, MI e) MD Involving (a) to (d) above	(6)To examine the interim reports put up by the Assistants in the cases and to issue directions. (7)To maintain register of files and documents received from the various departments of the Government, Offices and Institutions. (8)To assist and guide the complainants and public. (9)To note in the table diary the cases fixed for hearing and to see that the intimations are sent to the parties concerned well in advance. (10)To see as soon as the first orders are passed, the gist of the complaint is entered in the complaint register by the Noting Assistants or Clerk concerned and after the case is finally disposed of, the final orders are also entered in the complaint register. (11)To check and approve the draft letters to the complainant, authorities put up by the Noting Assistants. (12)To examine the fresh complaints allotted to him and put up to the Additional Registrar / Registrar in the case of grievances and to the Lokayukta / Upa-Lokayukta in the case of allegations and also to process the reports of the cases which are dealt with by him. (13)To check up the classification of papers of the closed cases done by the Noting Assistants and endorse a certificate in the prescribed format and the classified papers are transmitted to the Record-Keeper. (14)To see that each Assistant prepares balance sheet of the cases of his table and submits it at the end of every month. (15)To maintain common balance-sheet of his section showing the position of the receipt and disposal of the new complaints and references. (16)To maintain a Register showing the total disposal – actionwise and fresh institution – departmentwise as required for the Annual Report. (17)To see the summaries of cases selected for Annual Reports are prepared and submitted to the Assistant Registrar. To see that every office register, diary or book of his section is regularly and properly maintained and every official paper is kept in the cupboard. (18)To perform such other duties as may be assigned by the higher officers.
६	लघुलेखक उच्च श्रेणी	S, ST, W, RW, SE, H, C	a) B, LV b) HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d)above	All office work including typing, short hand, note taking, maintaining files & documents.

७	लेखापाल नि रोखपाल	S, ST, W, BN, MF, RW, SE, H, C	<p>a) B, LV b) D, HH c) OA,BA, OL, BL, CP, LC, Dw, AAV, MDy d) ASD (M) e) MD Involving (a) to (d) above</p>	<p>(1)To supervise and manage the entire account section. (2)(a)He is responsible for proper and timely maintenance of Cash Book. (b)Accounts of - (i)General Provident Fund account of Class IV and muster list of Class III. (ii) House Building Allowance, (iii) Festival Advance, (iv) Permanent Advance, (v) Group Insurance Scheme, (vi) Sumptuary allowance (c)Challan Registers (d)Telephone Bill Register (e) Cheque Register (f)Bill Registers of staff and officer (g)Abstract Bill Register (h)T.A. advance Bill Register etc. (i)Increment Register (j)Appropriation Register (k)Pay Bill Register (l)Receipt Book of payments made to Government (m)Register of Undisbursed Pay and Allowance. (n)Transit Register (o)Annual account of G.P.F. of Class IV employees, calculating interest thereon and issuing account slips to Class IV employees. To show the G.P.F. accounts to each of the G.P.F. account holder. (p) To maintain Service Books of the staff and officers. Personal files of the Lokayukta and Upa-Lokayukta. Office copies of pay bills, contingency bills (headwise) (q) Acquittance Roll, Computer data of the pay bill. Compilation of the office orders in respect of appointment, promotion, leave, retirement etc. Compilation of detailed bills about advances drawn. (3)To prepare and to process Gazetted Officers pay bills, T.A. bills, medical reimbursement bills etc. (4) (i)To verify all pay bills, contingent bills etc. prepared by Bill Clerk. (ii)G.P.F. account Slips of Class III, Class II, Class I and C.P.F. accounts slip of Lokayukta / Upa-Lokayukta received from the Accountant General, Maharashtra-1. (5)To reconcile progress of monthly expenditure and returns, monthly and quarterly returns. (6)To submit returns of G.P.F. accounts of Class IV. (7)To furnish information regarding :- (i)Leave accounts of employees and officers, (ii)Balance in G.P.F. accounts of employees, (iii)Salary income certificate, (iv)Any other particulars required by office. (8)To bring cheques from the Pay and Accounts Officer and to deposit cheque in the bank in the account of the Drawing and Disbursing Officer. (9)To disburse – (i)Pay and Allowances and other dues to the members of the staff and officers. (ii)Amounts of petty expenses, sumptuary allowances, witness allowance etc. (10)To effect recovery of small savings, life insurance premium, Maharashtra Mantralaya and Allied Offices Co-operative Bank Limited etc. from the members of the staff and crediting the amounts in the post office and LIC etc. (11)(i) To prepare professional tax statement. (ii)To prepare income tax statement. (12)To look to the requirement of Forms, Registers etc. (13)To perform such other duties as may be assigned to him by the Additional Registrar / Registrar orally or in writing.</p>
---	----------------------	--------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

८	सहायक	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above	<p>(1)To receive fresh complaint marked to him / her under his / her signature in the distribution register.</p> <p>(2)To examine fresh complaint and to make under his / her signature a note with a proposal in the prescribed format for the orders of the Lokayukta / Upa-Lokayukta / Registrar / Additional Registrar which should be done at the earliest and at any rate, within 15 days of the receipt of the complaint.</p> <p>(3)To receive the references in the pending complaints under his signature in the Register maintained by the Inward Clerk.</p> <p>(4)To scrutinise / examine reports and / or references or letters and to submit a brief note on the noting sheet on the very day and, at any rate, within 15 days of the receipt thereof.</p> <p>(5)To maintain a Jantri mentioning therein datewise the number of the cases to be taken out on the respective dates.</p> <p>(6)After the orders are passed, next date for taking out the case should be put in the right hand column and the said number should be entered on the respective date in the Jantri.</p> <p>(7)To take out cases shown in the Jantri on the respective dates and to process them for the orders of the Lokayukta / Upa-Lokayukta / Registrar / Additional Registrar.</p> <p>(8)As soon as the first orders are passed in the fresh complaints, gist thereof should be entered in the Complaint Register.</p> <p>(9)To put up drafts of the letters or reminders to be issued from time to time in the pending cases.</p> <p>(10)To maintain a continuous day to day worksheet entering therein the fresh complaints as well as the references that are pending and to process the same mentioning the date of processing against the said number, on the right hand side of the Jantri.</p> <p>(11)To maintain a balance sheet of the cases and to prepare a new one at the beginning of each month in a stitched book omitting the cases disposed of in the previous month and adding the new ones received in the previous month.</p> <p>(12)To submit to the Section Officer on the last day of the month the total number of cases disposed of and of the fresh complaints received during the month.</p> <p>(13)As soon as the case is closed :</p> <p>(1)to enter the result of the case in the complaint register;</p> <p>(2)to take immediate steps to return the documents and files to the respective parties; and</p> <p>(3)to classify the papers in A, B, C files and to submit the same to the Section Officer for verification.</p> <p>(14)Whenever cases are fixed for hearing and /or for discussion, the Noting Assistant shall take steps well in advance to issue notices or letters of intimation to the parties and officers to be called.</p> <p>(15)To enter the cases fixed for hearing in the table diary of the Section Officer.</p> <p>(16)To draft the summaries of the cases selected for Annual Reports and put up the drafts of the letters or reminders to be issued from time to time in the pending cases.</p> <p>(17)And to do any other work assigned or directed by the Section Officer, Assistant Registrar or Additional Registrar or Registrar.</p>
---	-------	--------------------------------------	---------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

९	अनुवादक	S,SE,RW, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI e) MD involving (a) to (d) above	(1) To translate the Annual Consolidated Reports of the Lokayukta and Upa-Lokayukta. (2) To translate reports / correspondence whenever required in the complaint. (3) To perform such other duties as may be assigned by the higher officers.
१०	ग्रंथपाल	S, BN, MF, RW, SE	a) B, LV b) D, HH c) OA, BA, OL, OAL, CP, LC, Dw, AAV, MDy d) ASD(M), MI e) MD involving (a) to (d) above	(1) To stamp seal of the office on the title page intermedial two or three pages inside and on the last page of the book. (2) To affix on the lower portion of the spine (Back) of the book, a label mentioning its Serial No. (3) To affix on the inside of the cover of every book, a label in the prescribed form. (4) To check the catalogue every two months and report having done so to the Additional Registrar / Registrar. (5) To report the loss of any book as soon as it is discovered. (6) To report every six months to the Additional Registrar / Registrar whether the books are in good condition. (7) To paste correction slips and make amendments in all Acts, Codes, Rules etc. (8) To make entries of books in both the Registers.
११	लघुटंकलेखक	S, ST, W, BN, RW, SE, H, C	a) B, LV b) OA, OL, OAL, CP, LC, Dw, AAV, MDy c) SLD, MI d) MD involving (a) to (c) above	Records dictations in shorthand and transcribe them in typewritten form. Takes dictation in shorthand. Transcribe dictated material from note book, using computer. Compares typed matter and submits them to superiors.
१२	लिपिक-टंकलेखक	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, OL, BL, BA, OAL, CP, LC, Dw, AAV,	(1) Complaint Registration Clerk shall maintain computerised data about the name, address of the complainant, public servant complained against and his / her name (if available), designation and name and address of his / her office / department, subject of the complaint in brief. (2) The Inward Clerk shall maintain an Index of the name of the complainants and a list of cases entrusted to the different Noting Assistants or Section Officers and shall mark the reference in those complaints to the respective Noting Assistants or Section Officers requiring him to put his signature or initial against the entry in the tapal distribution register.

			<p>MDy</p> <p>d) ASD (M, MoD), ID, SLD, MI</p> <p>e) MD involving (a) to (d) above</p>	<p>(3) The Clerk in the accounts section shall assist the Accountant-cum-Cashier / Bill Clerk in the preparation of bills. He shall maintain the registers etc. and shall perform such other duties assigned to him by the Accountant-cum-Cashier / Section Officer / Additional Registrar / Registrar.</p> <p>(4) A Clerk attached to a Noting Assistant or in the section to assist the Noting Assistants or Section Officers shall take out files and papers required for the references to be processed and those due to be taken out for further steps.</p> <p>(5) In the absence of the Noting Assistant, the Clerk attached to him shall continue the work of processing fresh complaints and references, wherever necessary by seeking guidance from the Section Officers or Assistant Registrar and shall bring to the notice of the Section Officer or Assistant Registrar, the fresh complaints or references more than 15 days old.</p> <p>(6) He shall handle the files or papers carefully and keep them at proper places in the cupboards.</p> <p>(7) The despatch Clerk shall maintain an account of service postage stamps in the prescribed register and get it verified every month.</p> <p>(8) He shall perform such other duties as may be assigned to him by the Additional Registrar / Registrar Orally or in writing.</p>
१३	चोपदार	S,ST,W,BN,L, K C, PP, MF, SE,H, C	<p>a) B, LV</p> <p>b) D, HH</p> <p>c) OL, OAL, CP, LC, Dw, AAV</p> <p>d) ASD (M), ID, SLD, MI</p> <p>e) MD involving (a) to (d) above</p>	To open office, class rooms dusting of tables, chairs, carrying files, serving tea coffee any other work assigned.
१४	नाईक	S,ST,W,BN,L, K C, PP, MF, SE,H, C	<p>a) B, LV</p> <p>b) D, HH</p> <p>c) OL, OAL, CP, LC, Dw, AAV</p> <p>d) ASD (M), ID, SLD, MI</p> <p>e) MD involving (a) to (d) above</p>	To open office, class rooms dusting of tables, chairs, carrying files, serving tea coffee any other work assigned.

१५	झेरॉक्स यंत्र चालक	S, ST, W, BN, MF, RW, SE, H, C	a) D, HH b) OA, OL, OAL, LC, Dw, AAV c) ASD (M, MoD), ID, SLD, MI d) MD involving (a) to (c) above	Xerox operator, operates the xerox machine, clean jet, checks the electric connection starts it, feed the papers, xeroxes the copies, arranges copies in order etc..
१६	शिपाई	S, ST, W, BN, L, K C, PP, MF, SE, H, C	a) B, LV b) D, HH c) OL, OAL, CP, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	To open office, class rooms dusting of tables, chairs, carrying files, serving tea coffee any other work assigned.
१७	सफाईगार नि पहारेकरी	S, ST, W< KC, F, PP, L, SE	OL, HH, LV, AAV, LC, DW	To clean & guard Office premises .

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED:

S=Sitting, ST=Standing, W=Walking, BN=Bending , L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED:

B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm , BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities